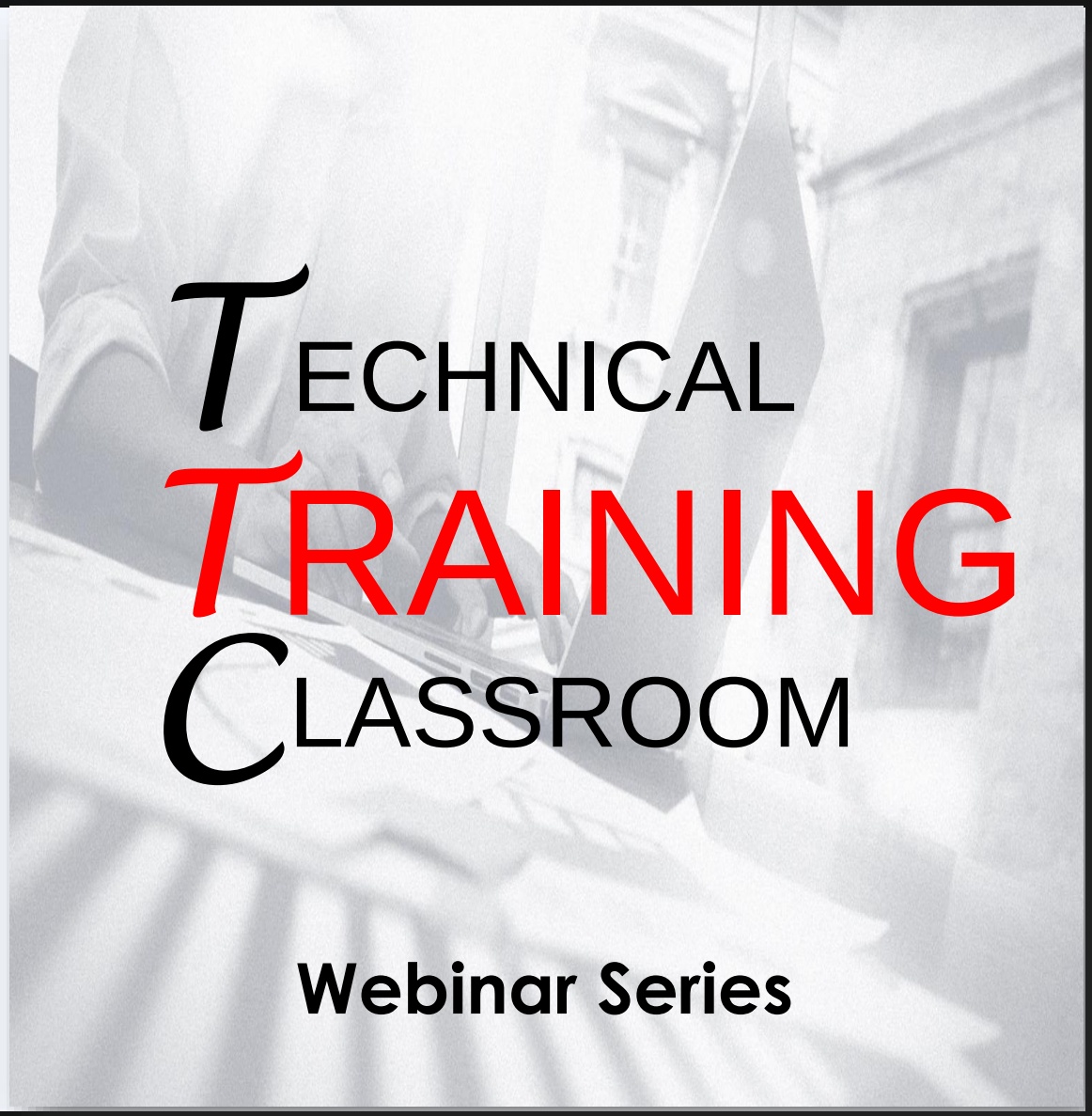
Welcome!

Topic:

Navigating eMaryland Marketplace Advantage (eMMA)

October 25, 2022



Navigating eMMA

Victoria Steeger, PhD
Chief Learning Officer

Agenda

- eMMA Navigation
- Optimizing Your Supplier Profile
- Navigating Opportunities
- Navigating Notifications
- Navigating Submissions
- Upcoming release – Pos and Invoicing!
- Where and When to Seek Help

eMaryland Marketplace Advantage

What is eMMA and why is it important?

- Connects the vendor community with contracting opportunities from state, county, and local government
- Registered vendors receive notices of bid opportunities, can submit bid responses online, and may obtain bid results
- A procurement platform that's comprehensive, versatile, and collaborative – the connection between State and business
- Open, transparent, and efficient procurement process

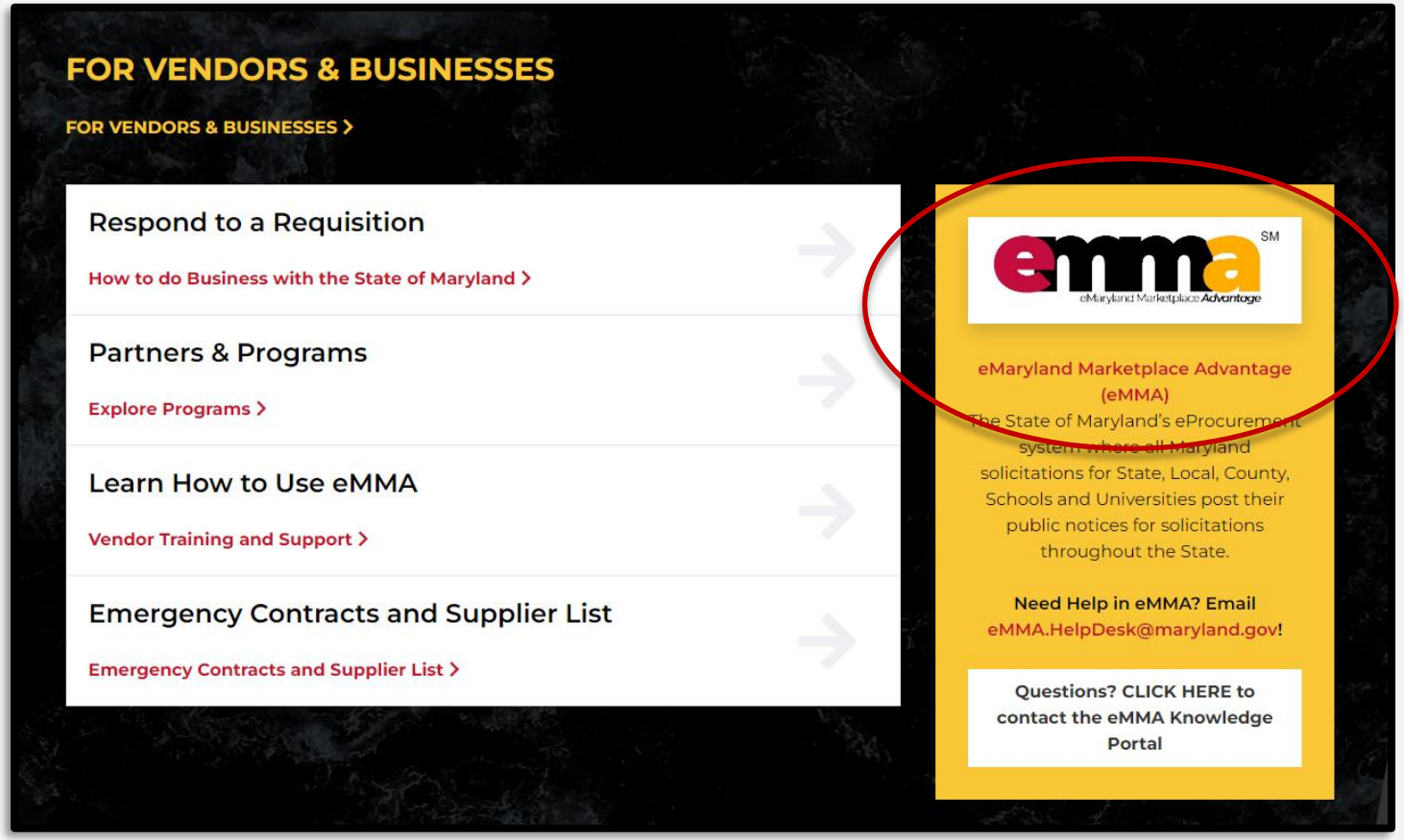
Where’s eMMA?

Quick route to the eMMA homepage

emma.maryland.gov

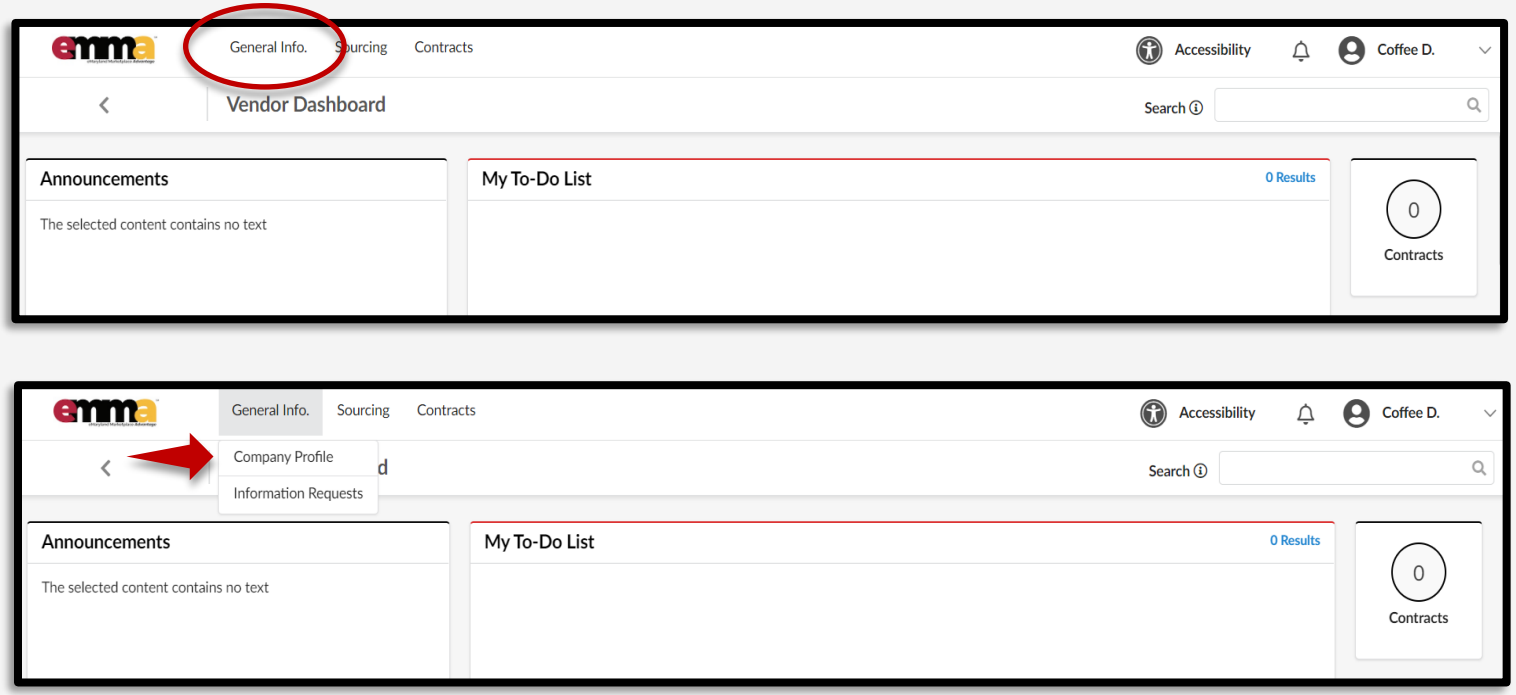
procurement.maryland.gov

Scroll down to Vendors section and keep an eye out for the large yellow box with eMMA logo



Vendor Dashboard – First Look

We've made landfall!

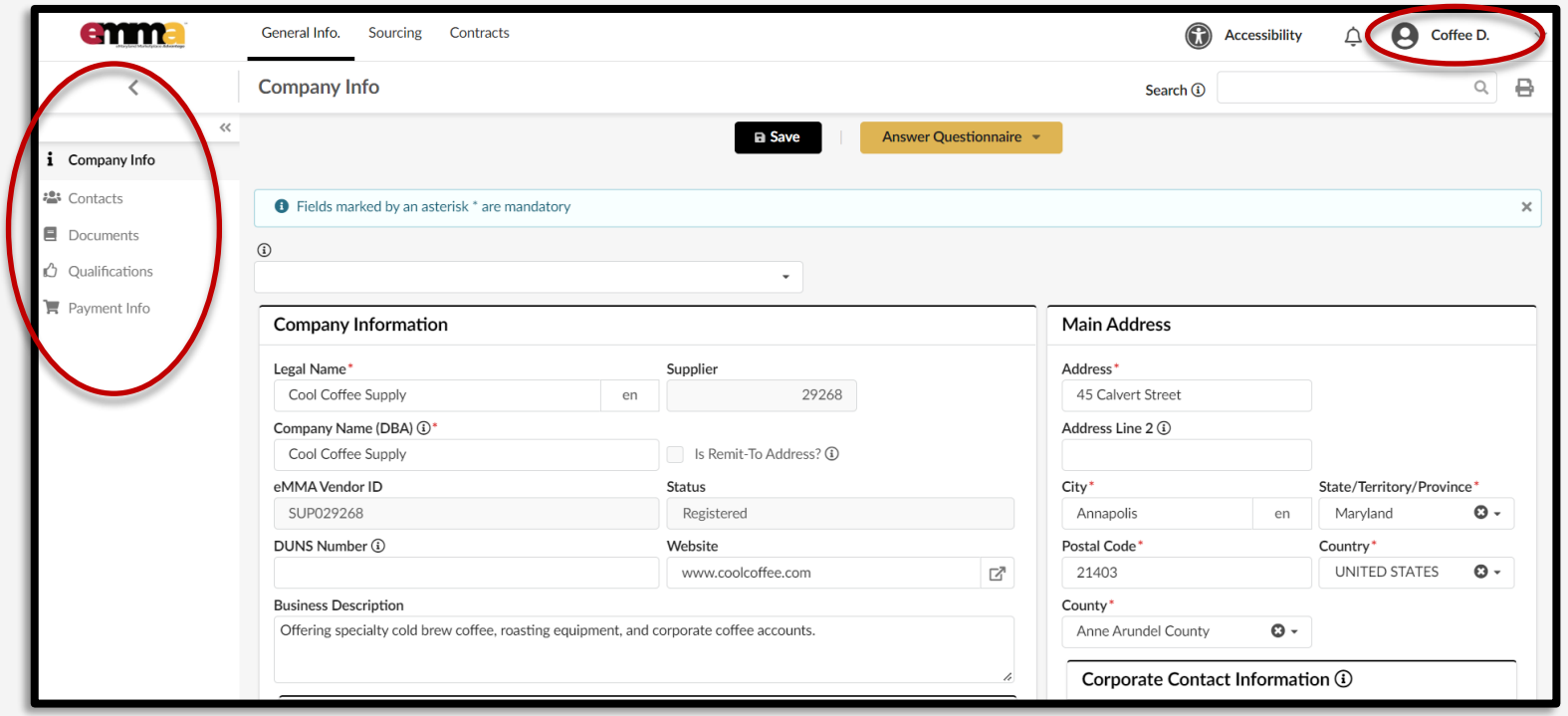


Your Vendor Dashboard is your homepage

Select the 'General Info' tab to release the dropdown menu and select 'Company Profile'

Vendor Dashboard – Company Info

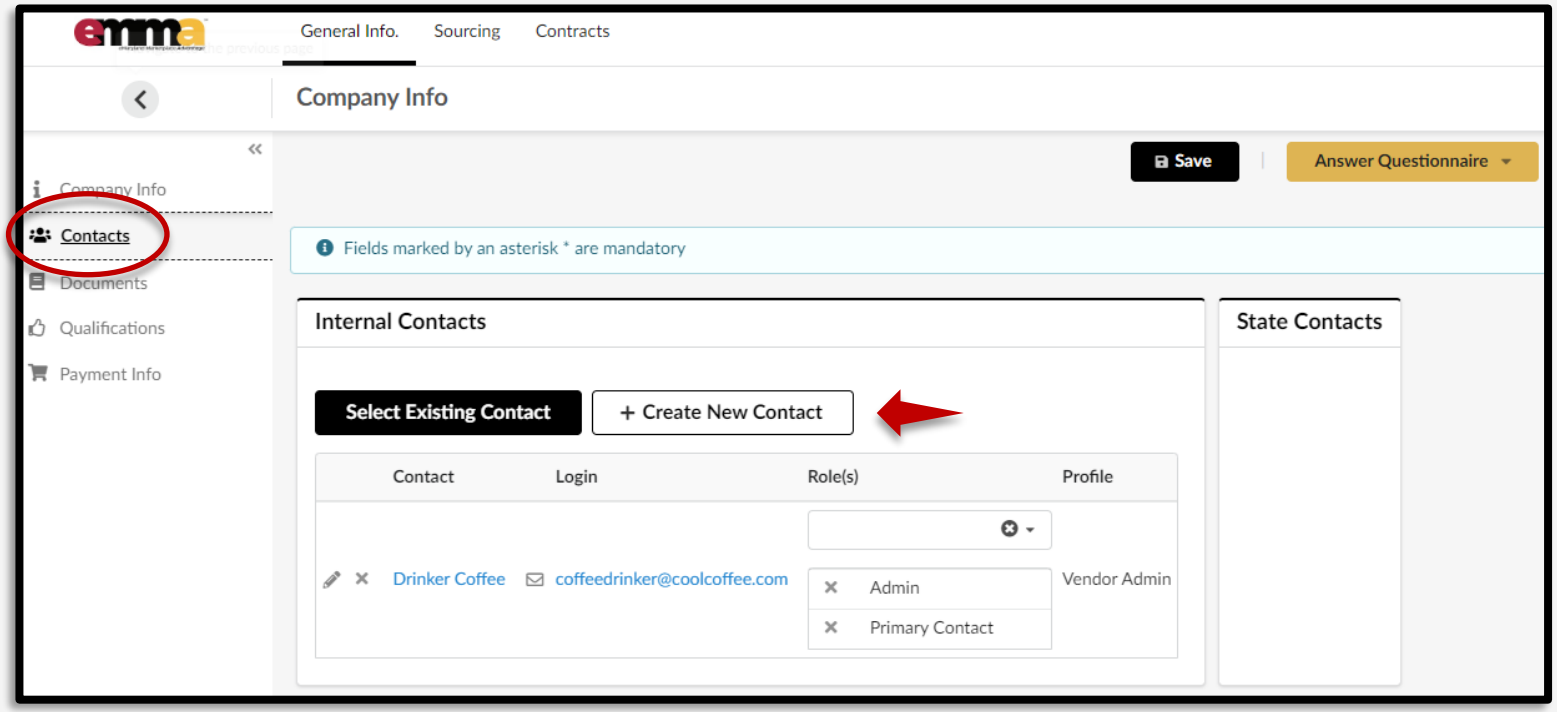
Customize your vendor account the way YOU want it



- Change, add, subtract any items, documents, contacts, and info amongst each category
- Change personal account info (name, job title, address, preferences, password, etc)

Vendor Dashboard – Contacts

Assemble your team and contacts



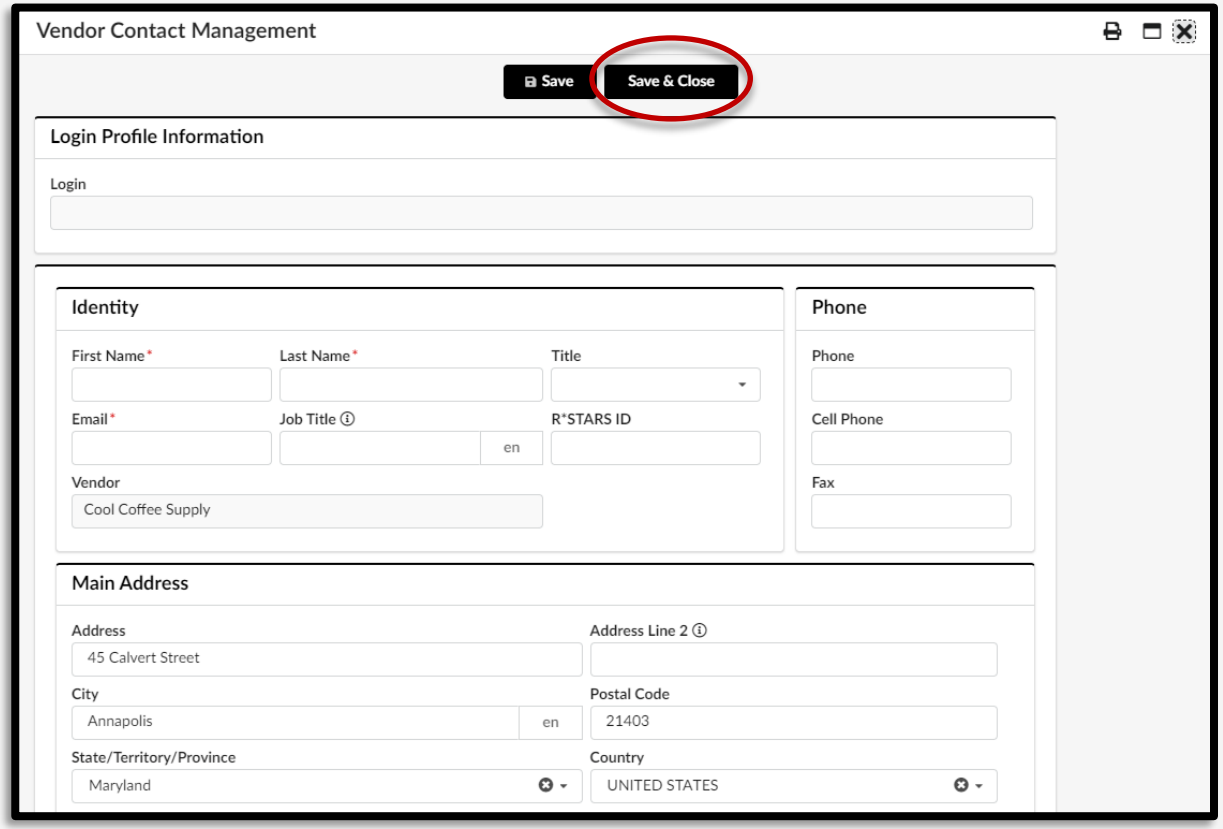
Change, add, subtract contacts or members of your team based on their role type

Must have Admin and at least one Primary Contact

Primary Contact(s) are notified of solicitations!

Vendor Dashboard – Contacts

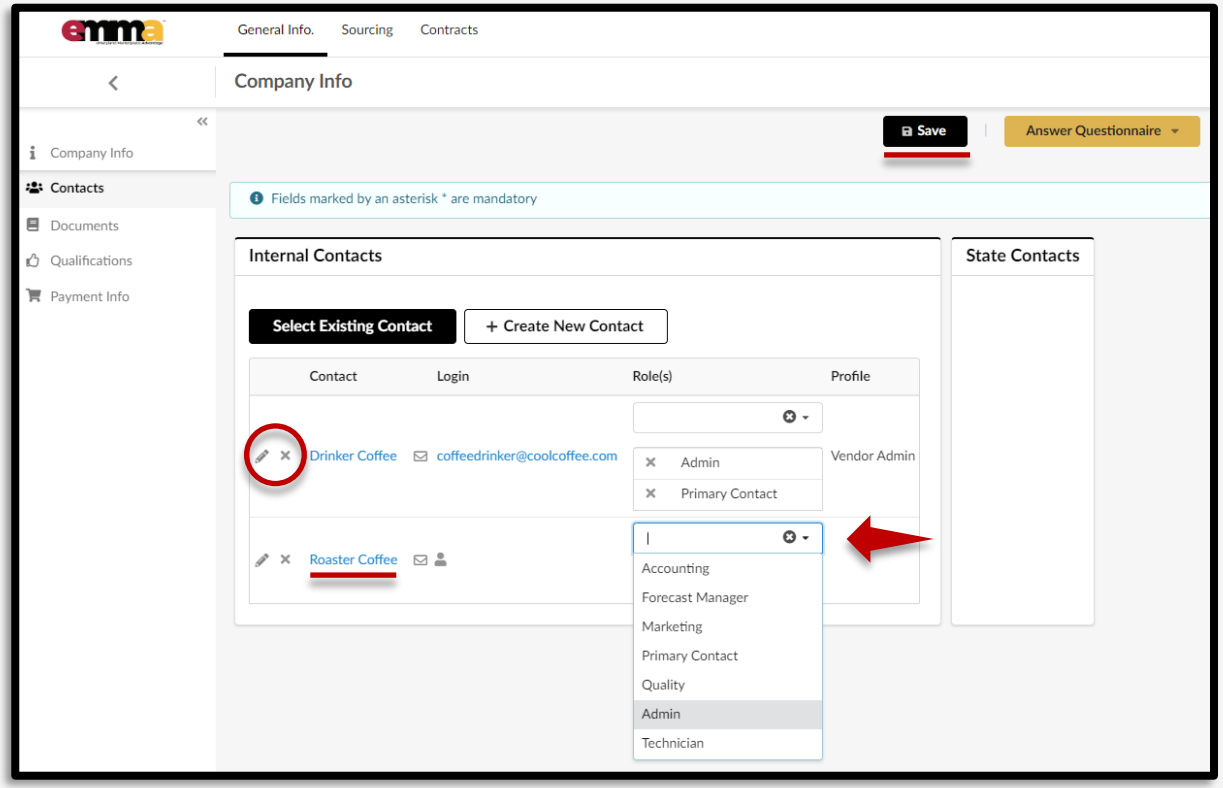
Create a new contact



- Minimum requirements for a new contact is name and email
- Detail each contact as you'd like
- Save/Save & Close to finish the pop-up

Vendor Dashboard – Contacts

Manage contact role types



Apply role types to each contact (not required)

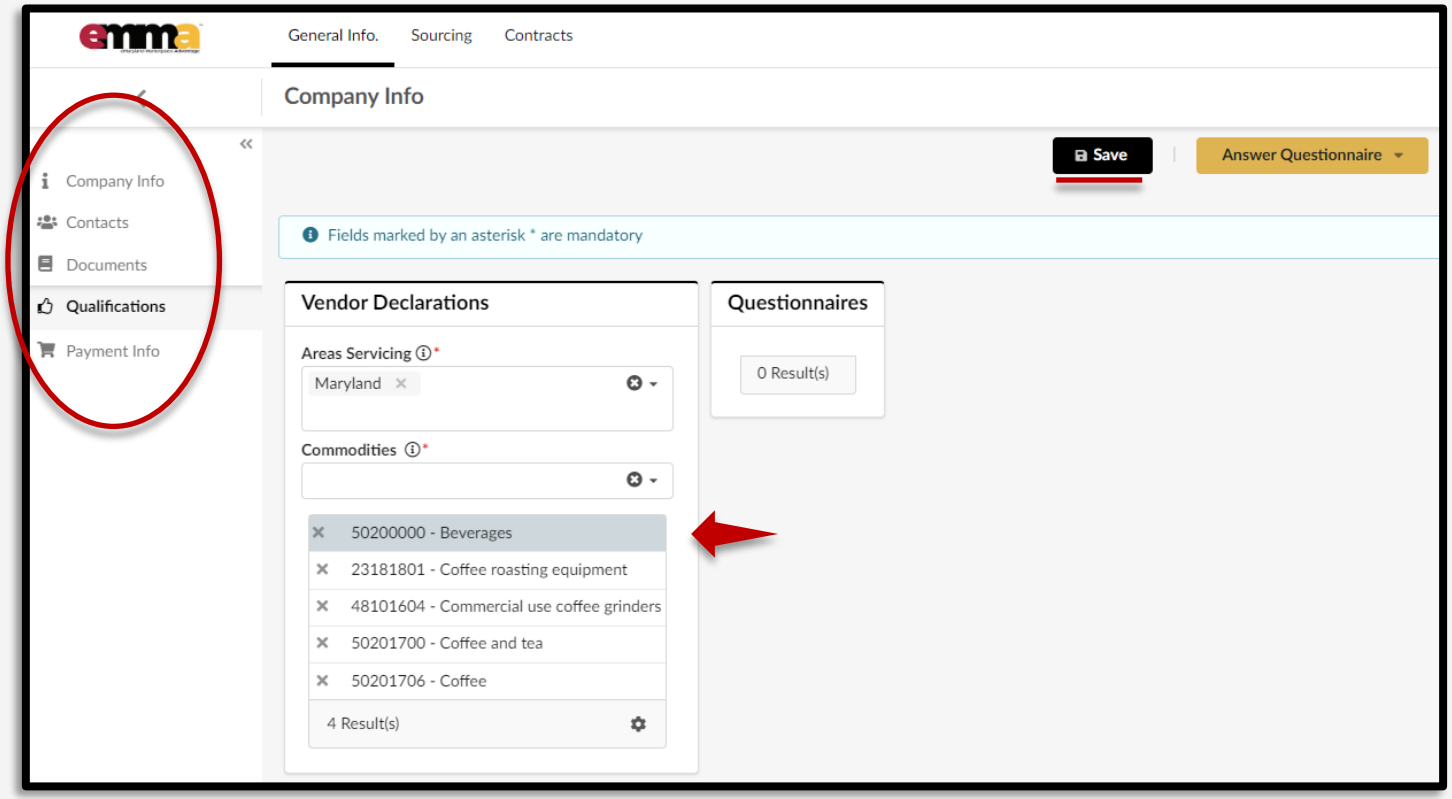
Only one Admin; must have Primary Contact

Use quick tools to the left of each contact to edit (name, role, etc)

Save it!

Updating Commodities and Service Area

Change and adjust as you'd like



- Select 'Qualifications' via sidebar navigation
- Update and customize commodities as you'd like to best match your business profile
- 'Areas Servicing' updates

Save it!

Some Common Sourcing Types

Public Notice – advertising only

Invitation for Bid – submit bid prices and documents

Request for Proposal: Double Envelope – Technical and Financial

Master Contracts with Secondary Competition

Welcome to eMaryland Marketplace Advantage (eMMA)

eMMA is Maryland's new online procurement platform used to connect the vendor community with contracting opportunities from state, county, and local government entities. Registered vendors will receive notices of bid opportunities, can submit bid responses online, and may obtain bid results online.

Qualified vendors may also complete the self-certification process for the Small Business Reserve (**SBR**) Program and Veteran-owned Small Business Enterprise (**VSBE**) Program.

eMMA facilitates an open, transparent, and efficient procurement process. We look forward to doing business with you!

Additional information can be found in the **Frequently Asked Questions** and **Quick Reference Guides**. Any questions please contact the eMMA Help Desk at eMMA.helpdesk@maryland.gov.

LOGIN

Login *

Email / Username

Password *

Login

State SSO Login(SecureAuth)

MDoT SSO Login(MSAzure)

Lost your password?

New Vendor? Register Now

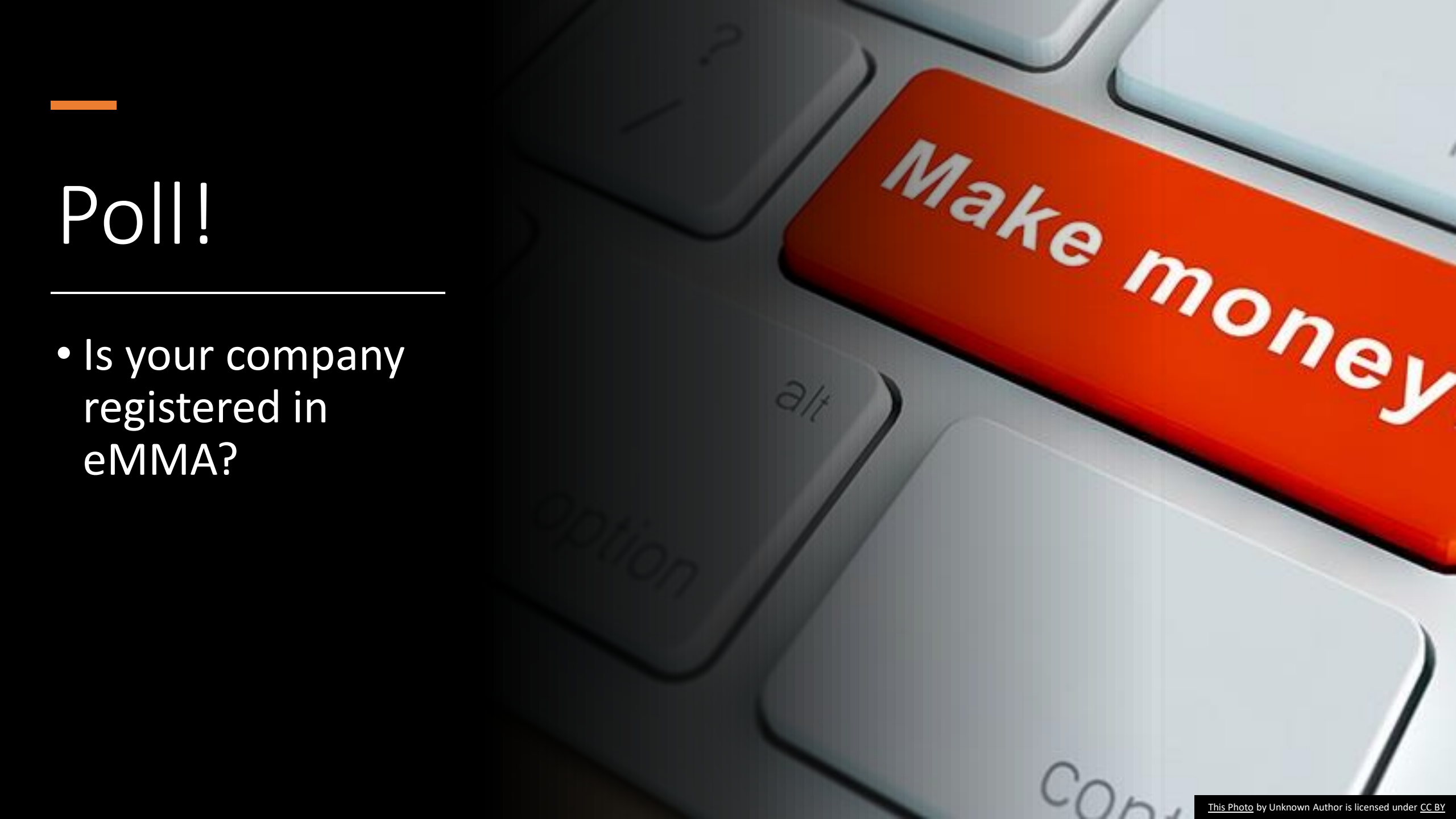
Public Solicitations

Public Contracts

Vendor Search

Poll!

- Is your company registered in eMMA?



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Vendor Search by State Procurement Professionals

Identify State Certified Small Businesses

Identify State Certified Veteran-owned Small Businesses

Search for vendors who perform specific services

Search for vendors who provide specific products

Search for vendors who services specific areas of the state (by county)

Optimize your vendor profile

First things first…ensure your Supplier profile is complete!

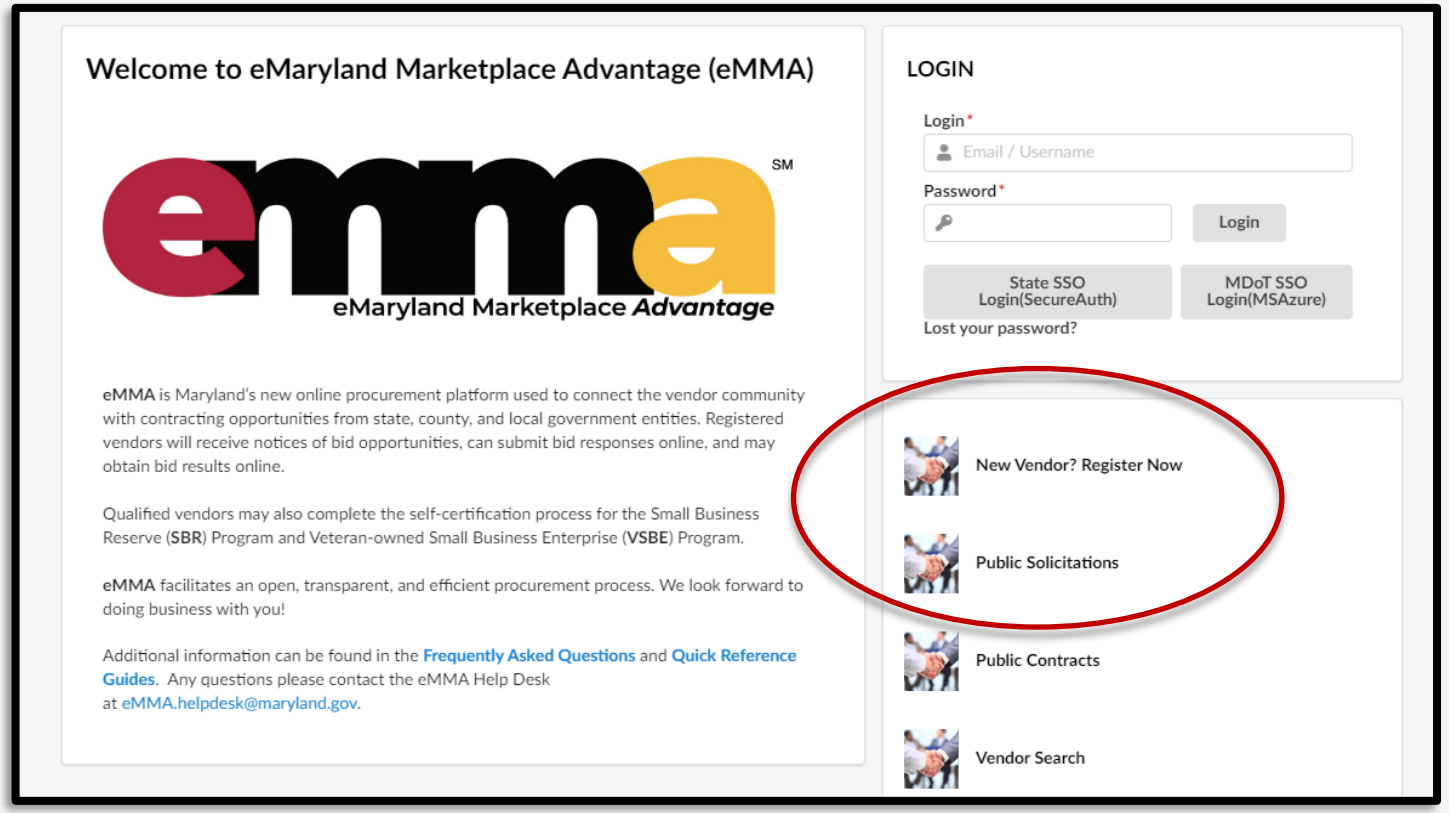
1. **Registration** in eMMA is a **2-step process**:
   - Initial form establishes the Supplier record
   - Once initial Supplier record is established, login to customize the following:

Vendor Registration in eMMA

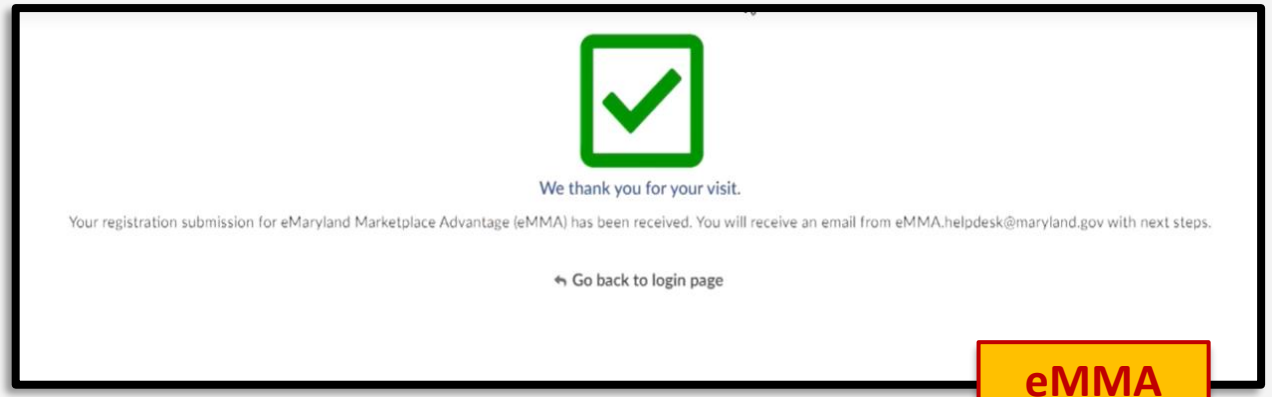
Let's jump in!

Visit eMMA homepage

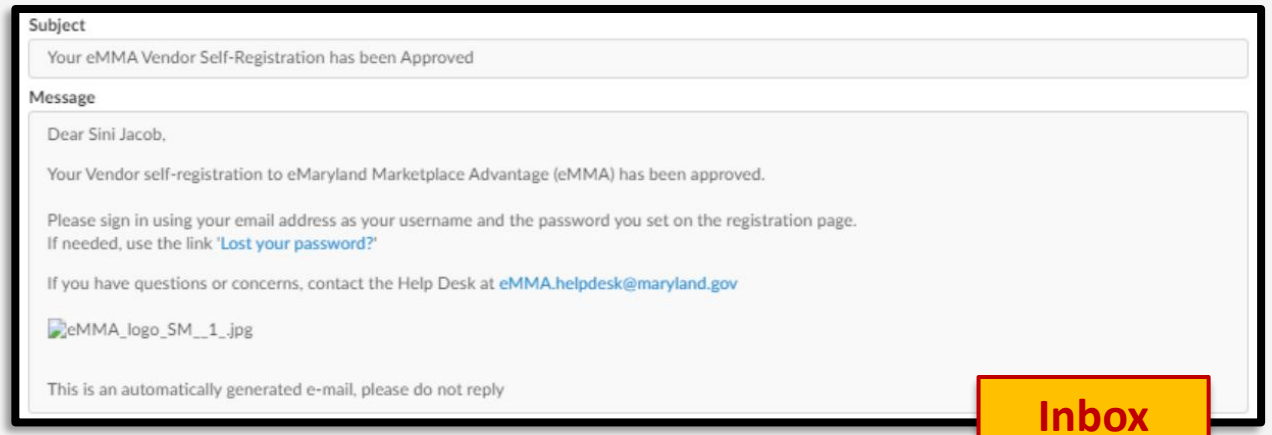
Locate 'New Vendor? Register Now' link just beneath login area



Registration Confirmation



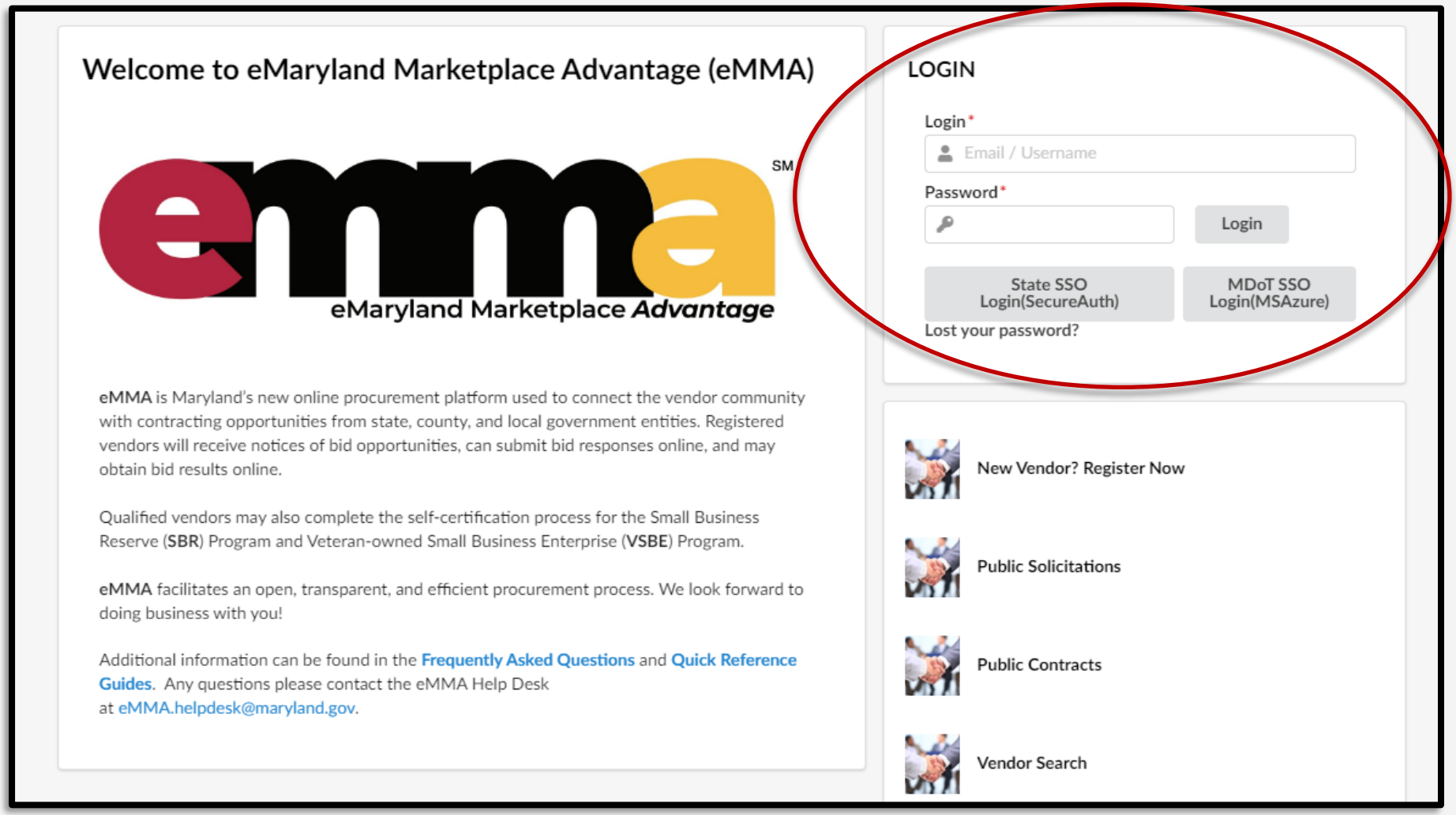
eMMA



Inbox

- You will receive a green check on eMMA to acknowledge registration
- You will receive an email shortly thereafter including next steps

Initial Login from eMMA Homepage



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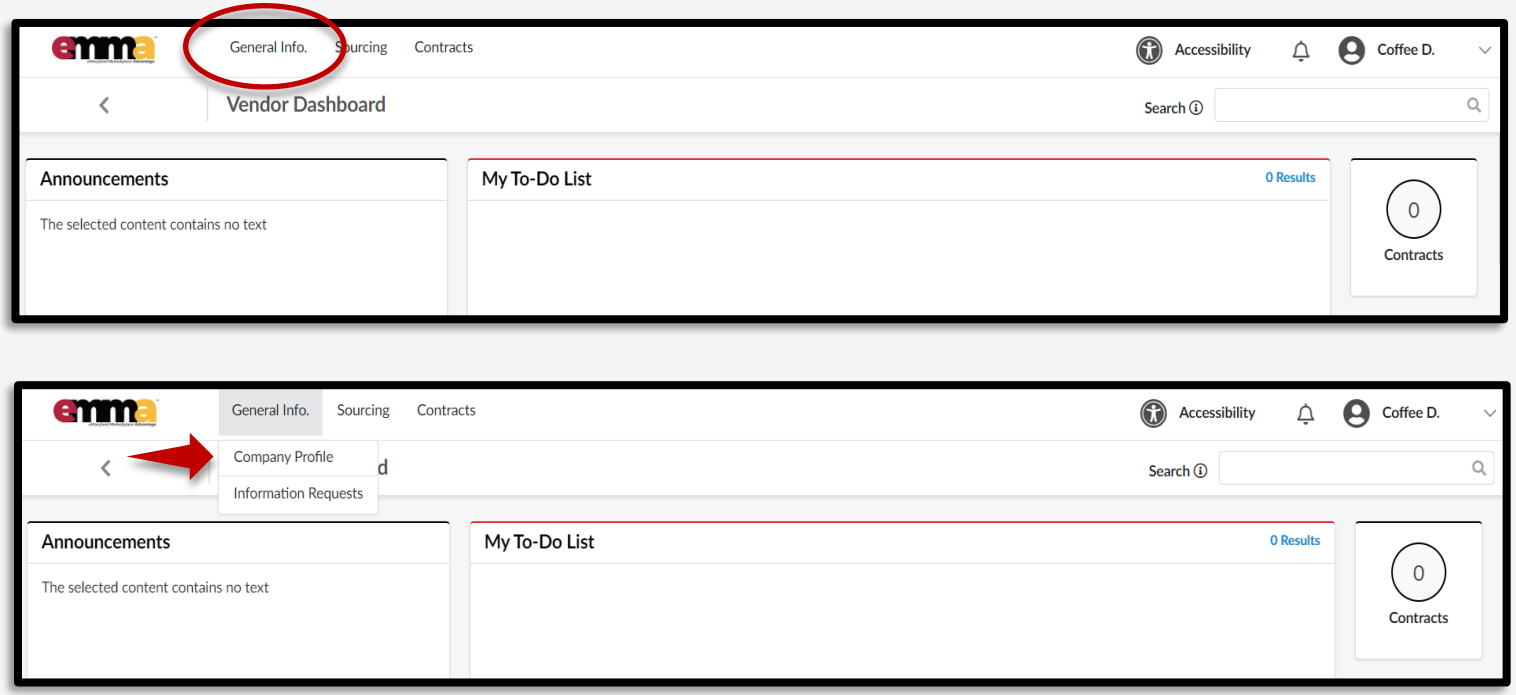

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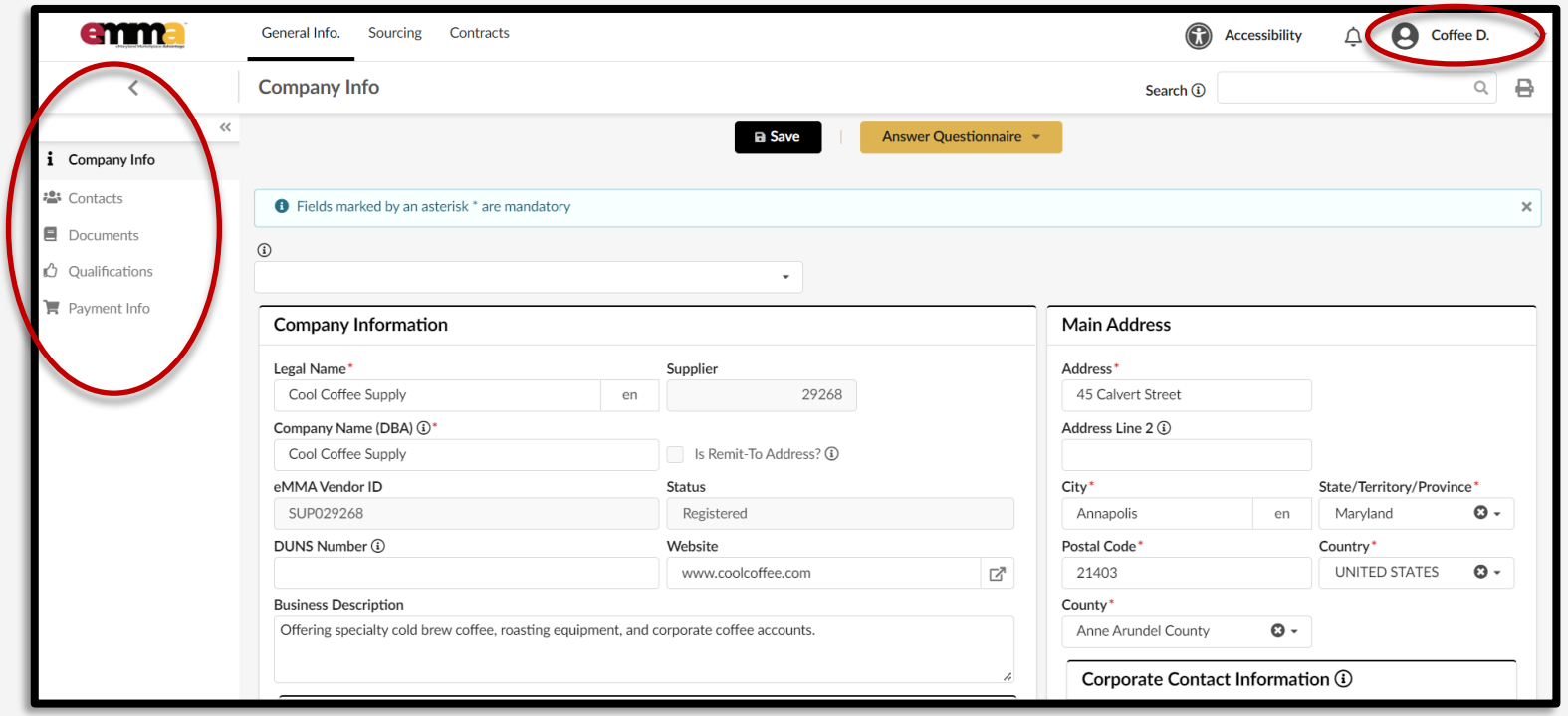

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Optimize your vendor profile

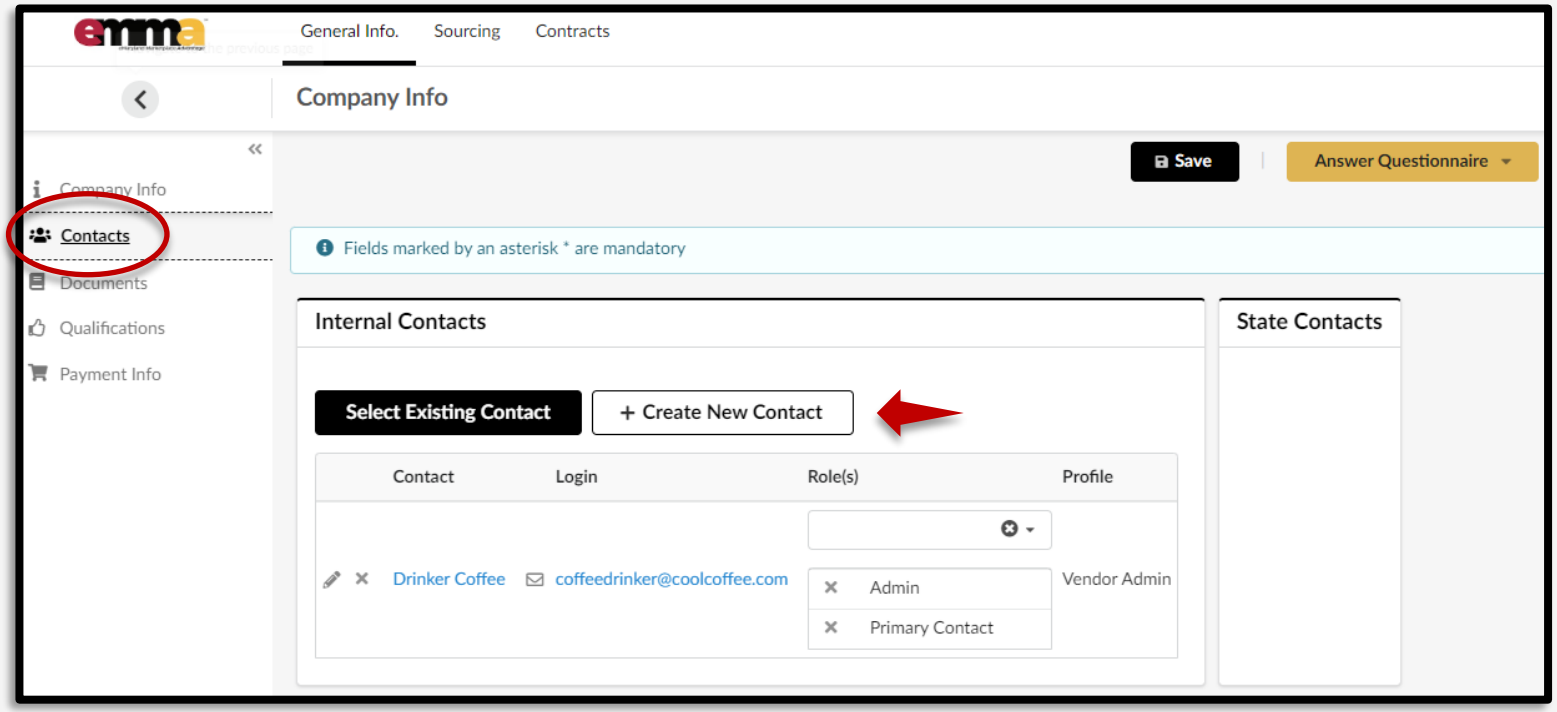
- **First things first…ensure your Supplier profile is complete!**

  2. Contacts

  - Who else at your company needs to be listed as a POC?
  - Is the initial registrant the authorized **Admin** for the Supplier record?
  - Assign role "**Primary Contact**" to receive direct solicitation notifications

Vendor Dashboard – Contacts

Assemble your team and contacts



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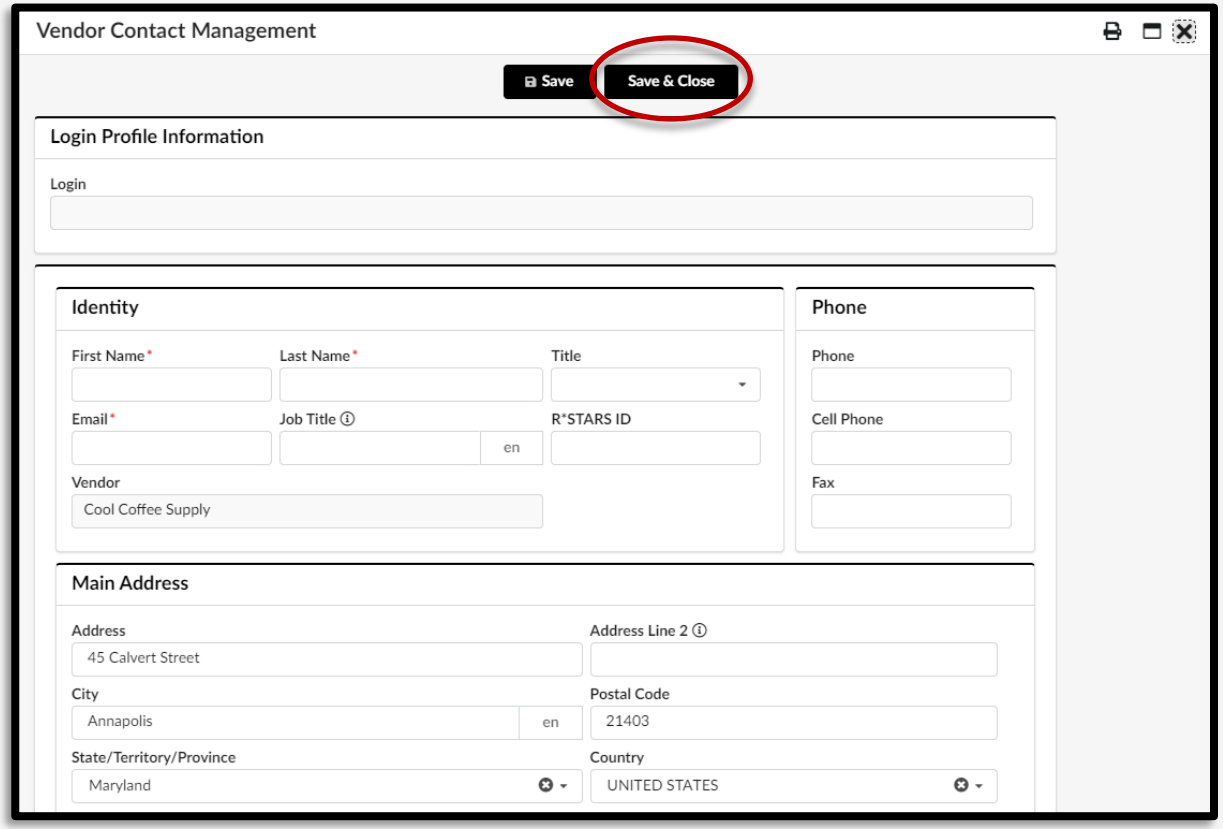

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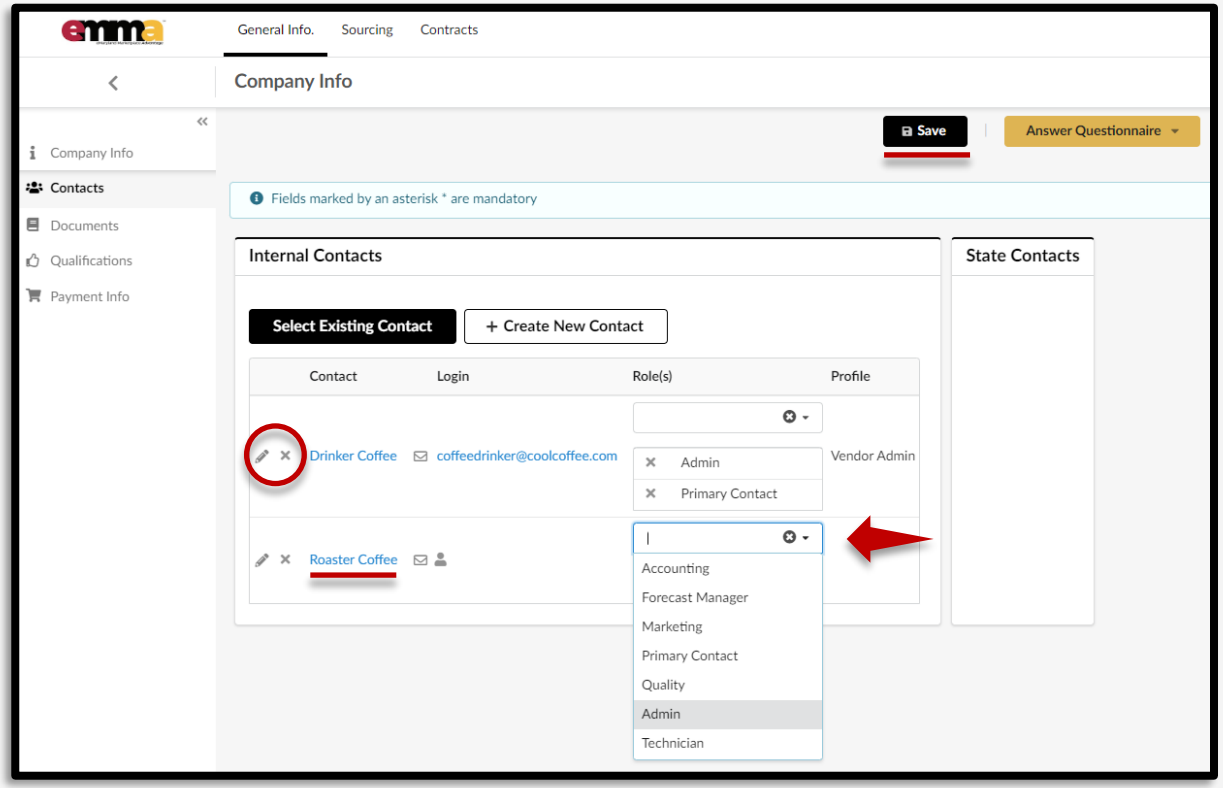

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Save it!

Optimize your vendor profile

- **First things first…ensure your Supplier profile is complete!**

3. Commodities and Service Areas

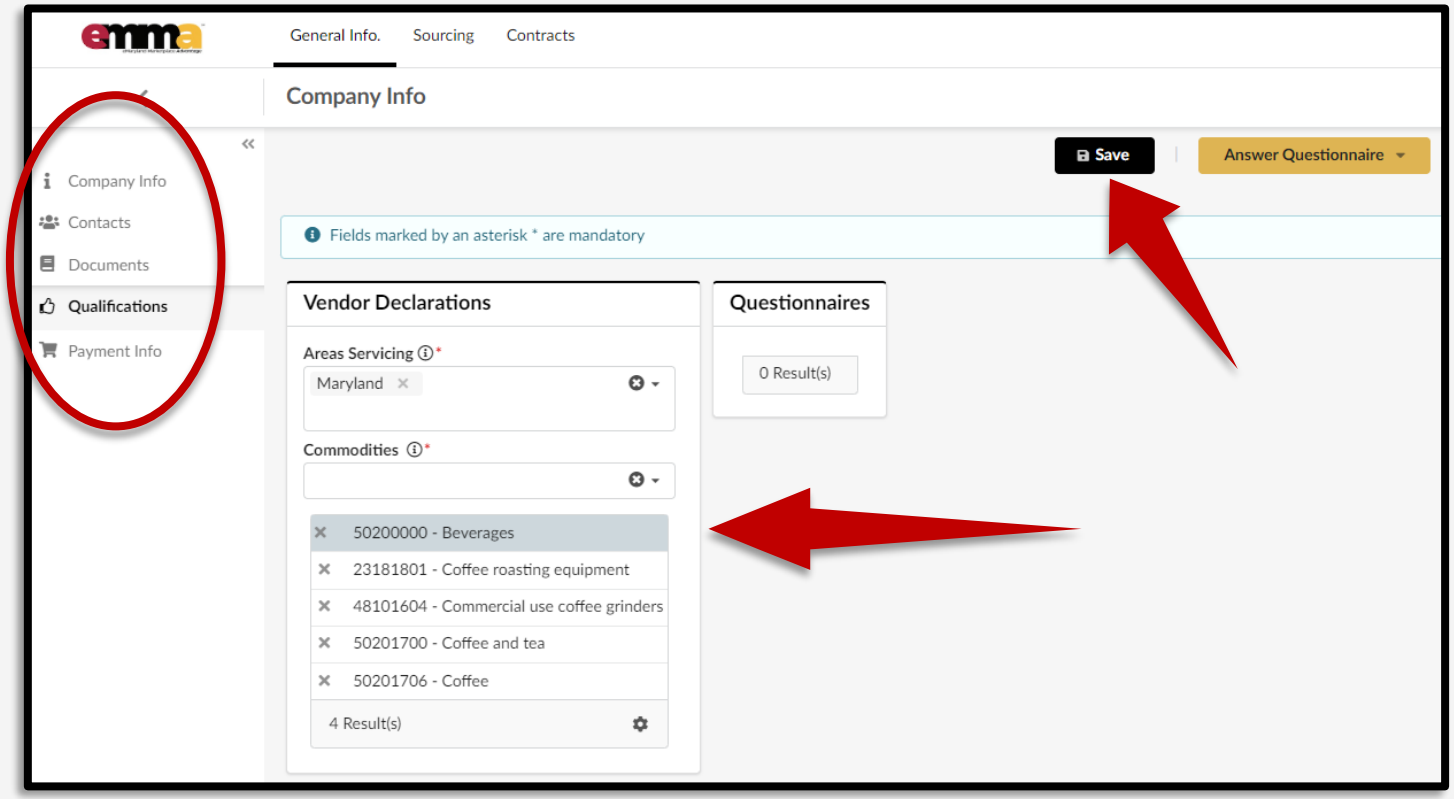
- Select at the main (top-level) tiers in addition to niche-specific categories

4. Diversity Credentials

- Apply & submit your SBR or VSBE applications, if eligible
- Add MBE Credentials, Federal Credentials

Updating Commodities and Service Area

Change and adjust as you'd like



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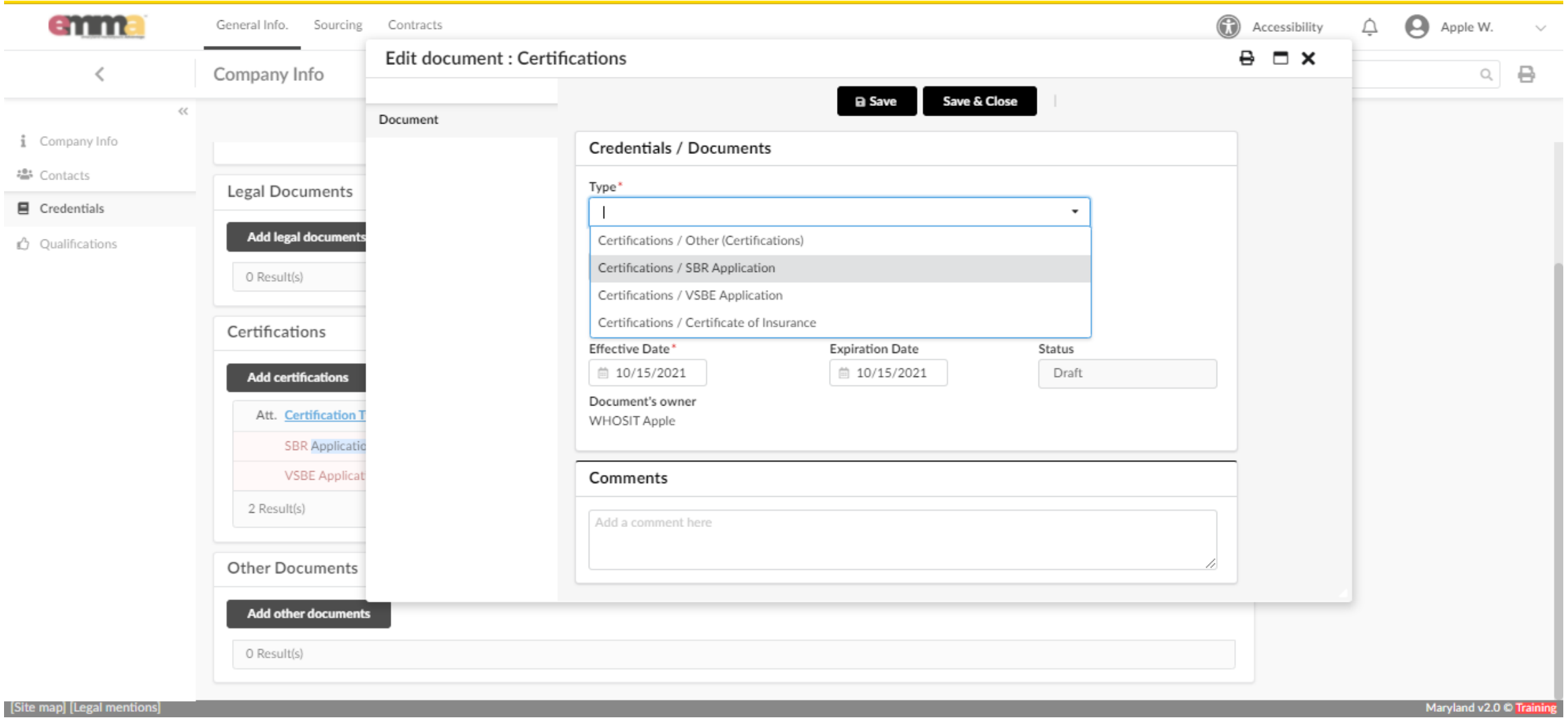
Save it!

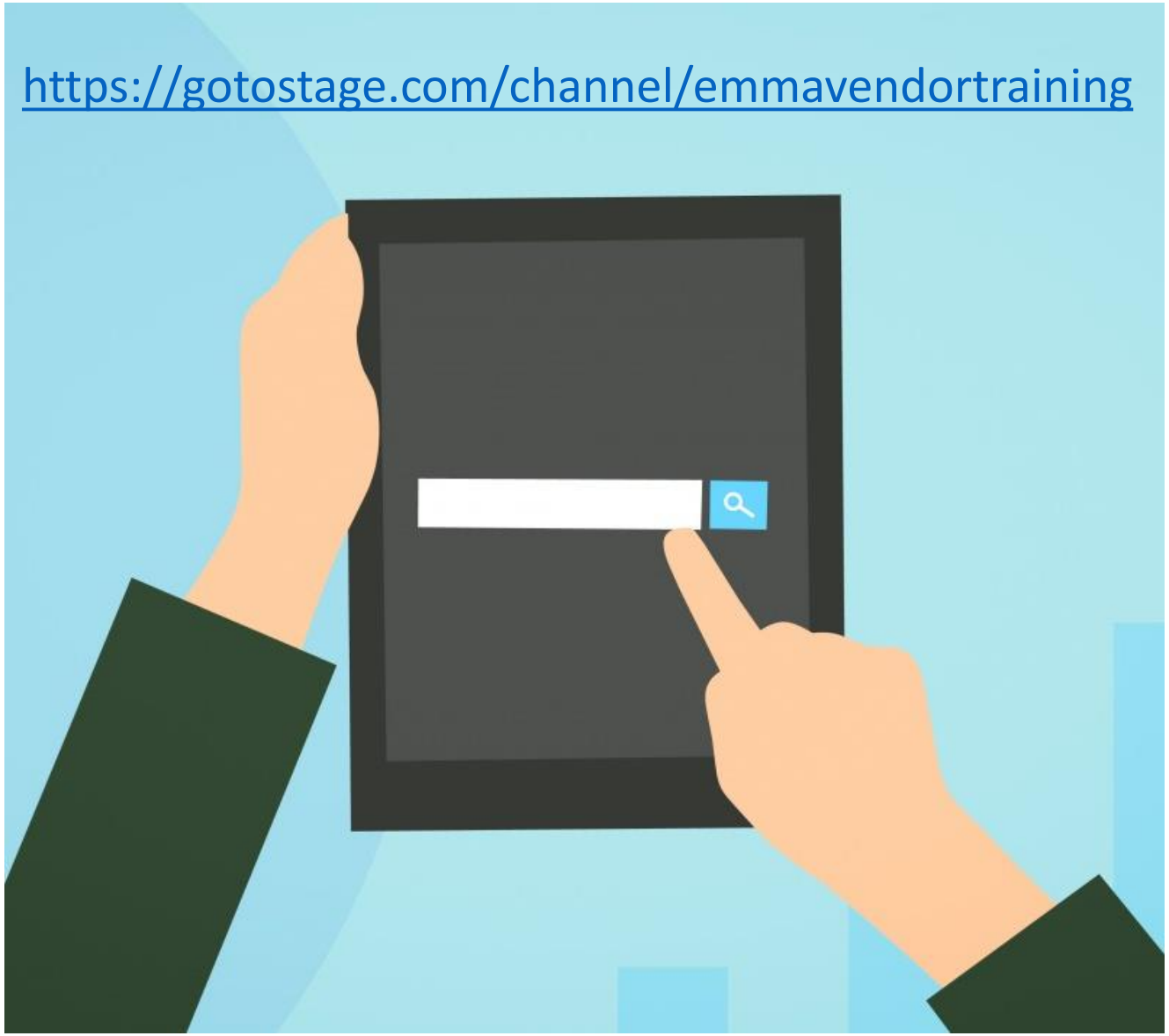
APPLY FOR SBR/VSBE or MBE CERTIFICATION



Poll!

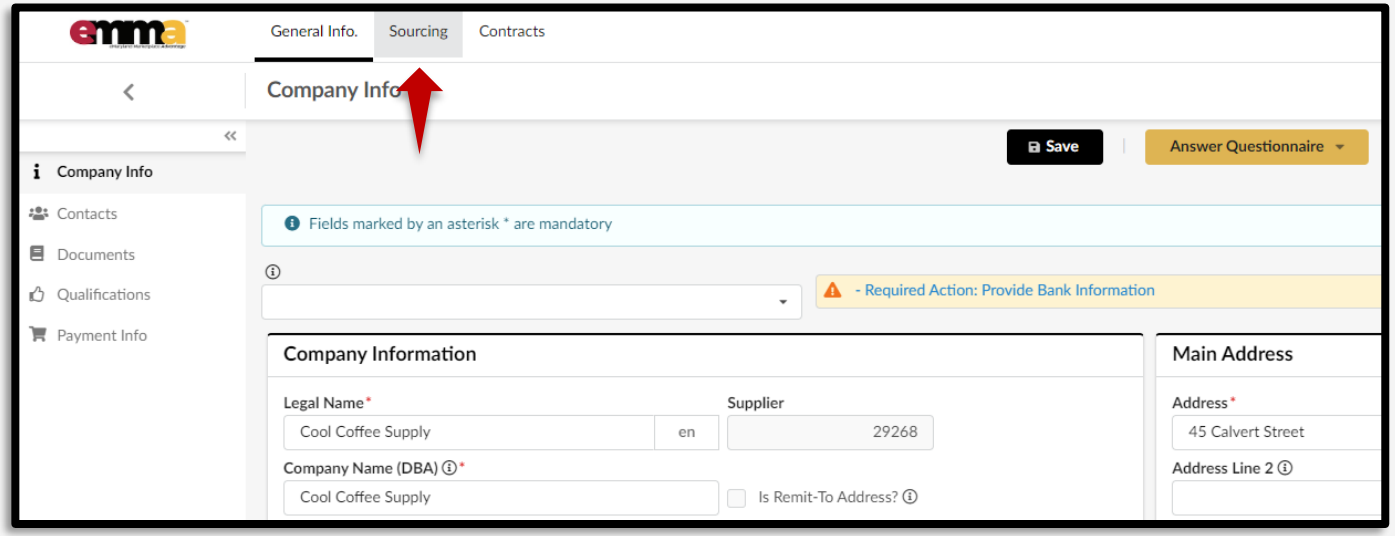
Have you listed ALL the commodities and service areas that you could deliver?

https://gotostage.com/channel/emmavendortraining



Searching Public Solicitations

Search solicitations after signing in



- Select ‘Sourcing’ at the top of your dashboard
- Select ‘Public Solicitations’ in the dropdown
- ‘Add to My Solicitations’ remains available

EMMA'S PUBLIC SOLICITATONS PAGE

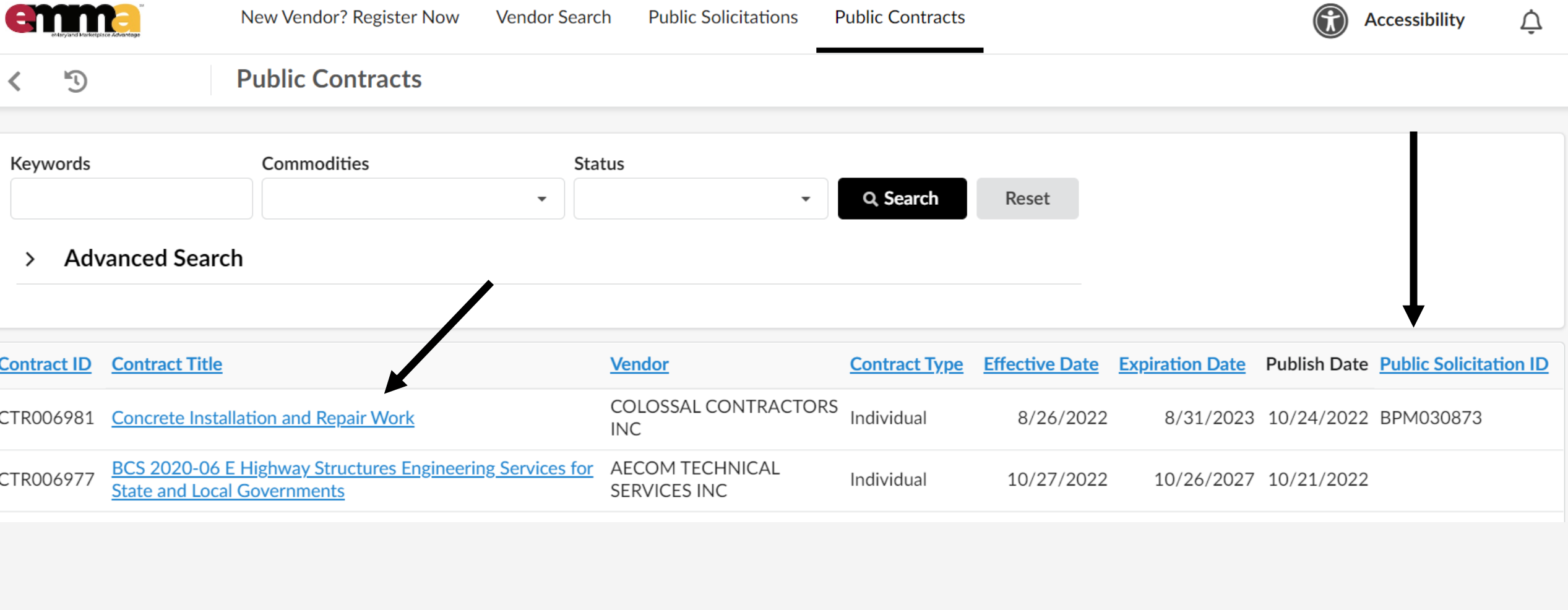
ID	Title	Status	Due / Close Date	Publish Date UTC-4	Main Category	Solicitation Type	Issuing Agency	Bid Holders List
BPM032252	OYSTER REEF SEEDING FOR EASTERN BAY REGION SANCTUARY RESTORATION	Open	11/18/2022	10/24/2022 1:33:12 PM	Biological science services	RFP: Double Envelope Proposal	Department of Natural Resources	View
BPM032008	RFP No. 127917 UMES Campus Flood Mitigation Sewer Line	Open	10/31/2022	10/24/2022 12:17:31 PM	Sewer line construction service	Public Notice	University of Maryland - College Park	
BPM032343	S00P3600671 - Hewlett Packard (Aruba)	Open	11/17/2022	10/24/2022 12:42:25 PM	Hardware	IFB: Invitation for Bid	Department of Housing & Community Development	View
BPM032340	Rooftop Air Handling Unit Replacements at Ridge Elementary School	Open	11/15/2022	10/24/2022 11:17:15 AM	Heating and cooling and air conditioning HVAC construction and maintenance services	Public Notice	Saint Mary's County Public Schools	

Bid Holders List

Vendor Bidding Information

Company Name	Company Address	City	State	Vendor Contact	Corporate Phone	Email	Website	Date Acknowledged UTC-4
COLOSSAL CONTRACTORS INC	4601 SANDY SPRING MD 20866 US	BURTONSVILLE	MD					10/24/2022 8:44:30 AM
COLOSSAL CONTRACTORS INC	4601 SANDY SPRING MD 20866 US	BURTONSVILLE	MD	Juan Navarro		amedina@colossalcontractors.com		10/24/2022 8:44:30 AM
GARRETT CONSTRUCTION SERVICES INC	9821 E. WT HARRIS BLVD NC 28227 US	CHARLOTTE	NC				garrett@construction	10/21/2022 5:27:47 PM
GARRETT CONSTRUCTION SERVICES INC	9821 E. WT HARRIS BLVD NC 28227 US	CHARLOTTE	NC	Patrick Garrett		trey@garrett.construction	garrett@construction	10/21/2022 5:27:47 PM
BLOOMES CONTRACTING INC	4700 WALDEN LANE STE C MD 20706 US	LANHAM	MD					10/21/2022 9:46:21 AM
BLOOMES CONTRACTING INC	4700 WALDEN LANE STE C MD 20706 US	LANHAM	MD	Leslie Flores		leslie@bloomescontracting.com		10/21/2022 9:46:21 AM

Public Contracts -



Public Contract: CTR006981 - Concrete Installation and Repair Work

Contract Title
Concrete Installation and Repair Work

Effective Date
8/25/2022

Contract ID
CTR006981

Alternate ID
SMCPS-2023-M-CIR

Vendor
COLOSSAL CONTRACTORS INC

Expiration Date
8/30/2023

Contract Type
Individual

Contract Amount
49,999.00 USD

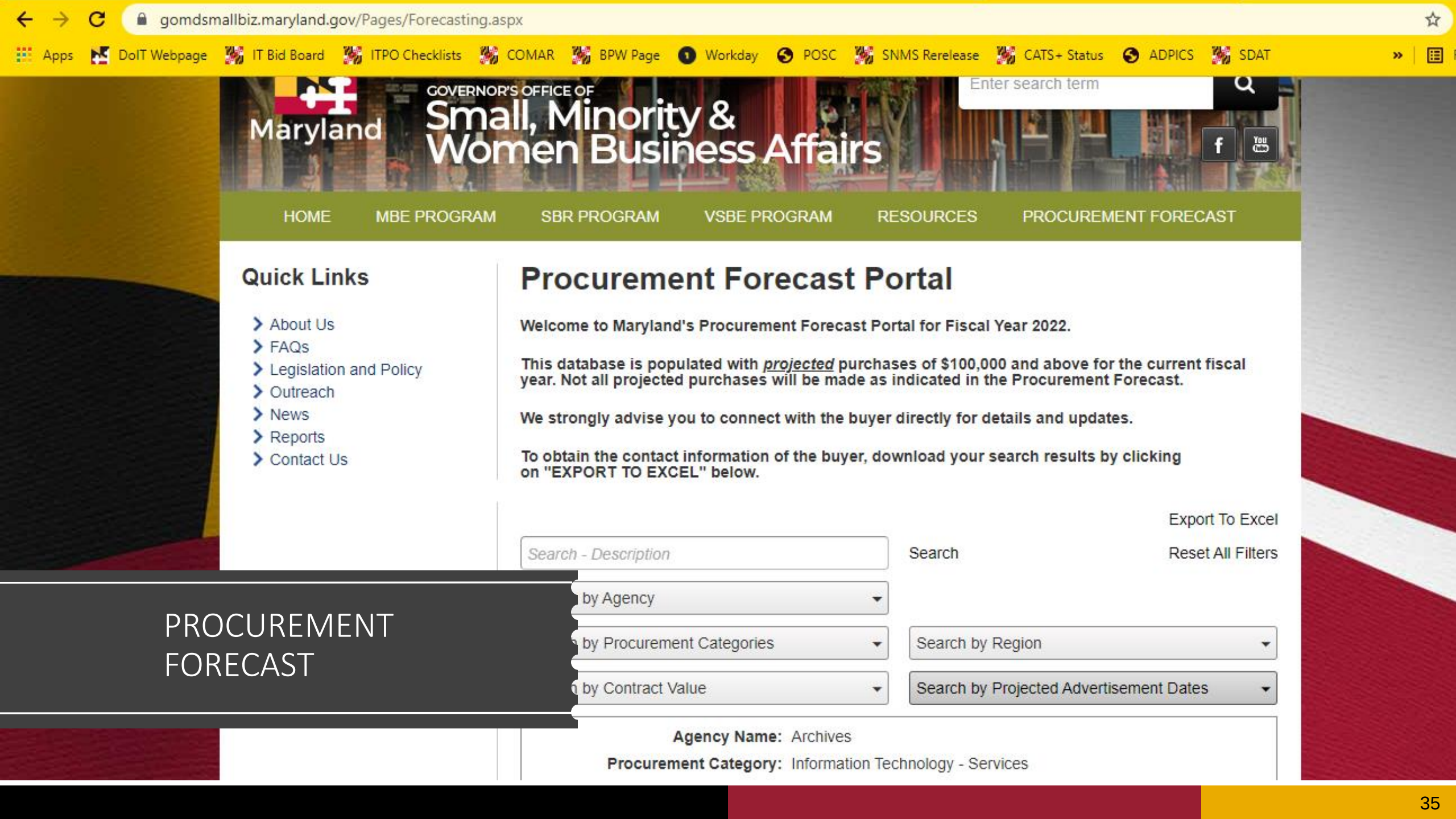
Procurement Officer / Buyer
Brynn COSNER

Email
btcosner@smcps.org

Linked Solicitation

Organizations
Saint Mary's County Public Schools

Commodities
Concrete installation and repair services



PROCUREMENT FORECAST

UNDERSTANDING NOTIFICATIONS

You'll receive system-sent notifications at different stages of both account activation and a procurement cycle.

Here's a heads-up on what to keep an eye out for:

- **Initial Supplier Registration & Setup**
- **New Solicitation Posting**
- **Selection or Non-Selection of Award***
- **Contract Award Signature or Acknowledgment***

** Please note that many system-sent notifications are at the discretion of the Procurement Officer to send via the system or directly through their Agency email provider.*

Poll!

Have you marked communications from eMMA as safe?

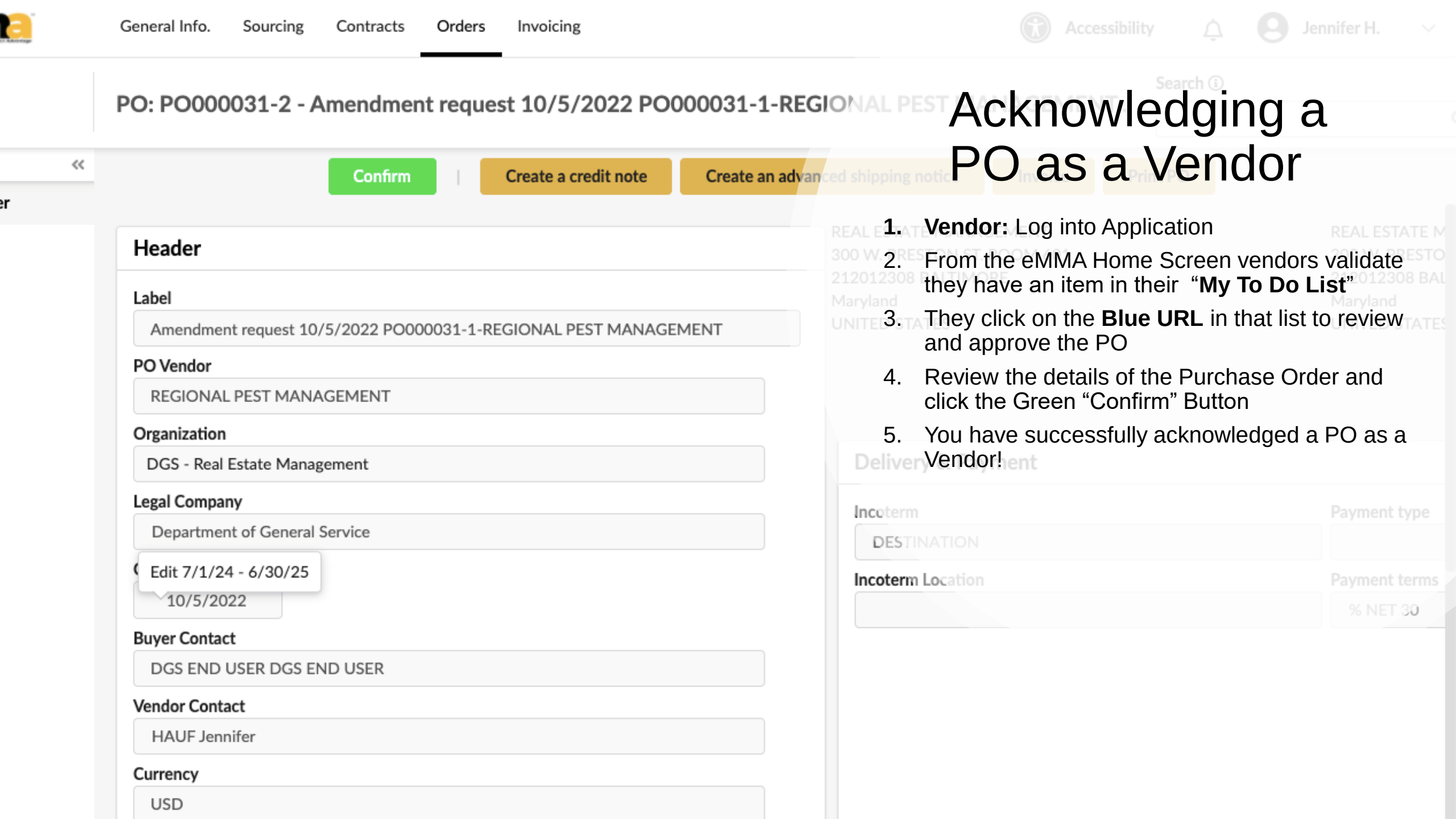
This Photo by Unknown Author is licensed under CC BY-ND

WHERE TO SEEK HELP

Quick Reference Guides
https://mdprocurement.Freshdesk.com

Video Tutorials
https://gotostage.com/channel/emmavendortraining

emma.helpdesk@maryland.gov

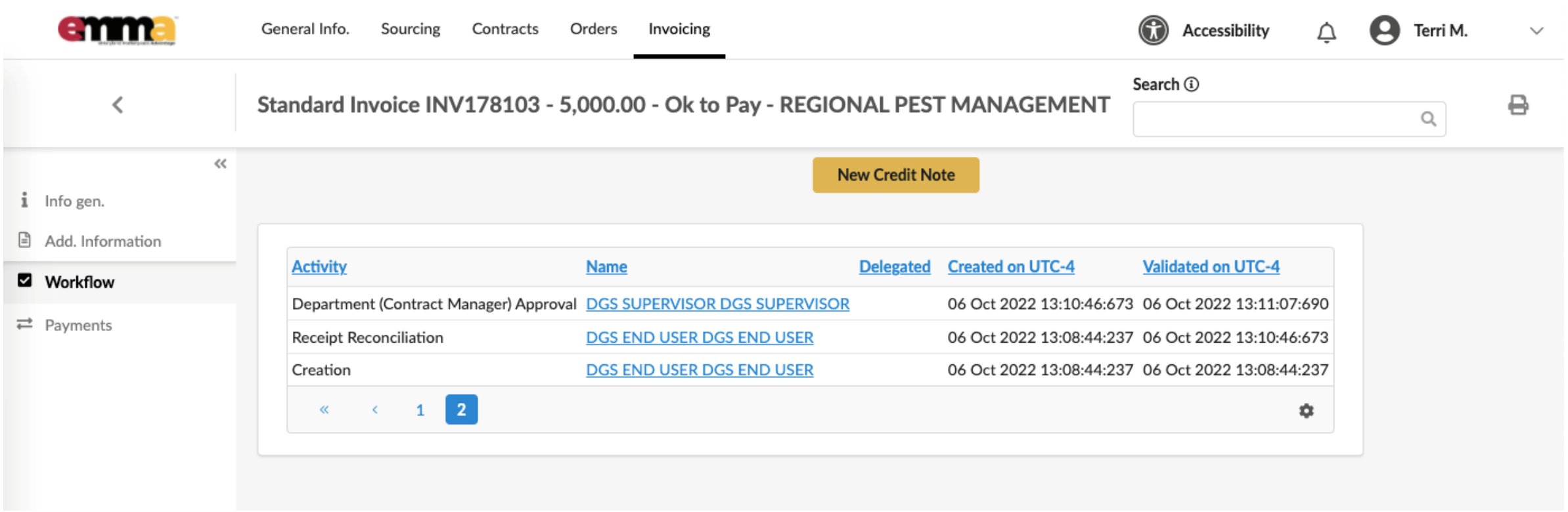


Acknowledging a PO as a Vendor

1. **Vendor:** Log into Application
2. From the eMMA Home Screen vendors validate they have an item in their "**My To Do List**"
3. They click on the **Blue URL** in that list to review and approve the PO
4. Review the details of the Purchase Order and click the Green "Confirm" Button
5. You have successfully acknowledged a PO as a Vendor!

Vendor View of an Invoice

1. Vendors are encouraged to submit Invoices through eMMA. This is the preferred method of Invoice reconciliation.
2. Vendors also can transparently see where their Invoice is in the process and who from the State is waiting to approve their invoice.



Poll!

Will the new updates coming in November improve using eMMA for you?

Resources and Links

In case you're interested

- MBE Program
- SBR Program
- VSBE Program
- Maryland Procurement Academy
- UNSPSC Code Lookup
- Procurement Forecast
- Code of Maryland Regulations
- Office of State Procurement
- eMMA Training Web Channel

Building A Pipeline of Opportunities

www.goMDsmallbiz.maryland.gov

Mining Public Data Techniques

Videos & Slide Decks

eMaryland Marketplace Advantage (eMMA)

Procurement Forecast

Board of Public Works

Resources & Partners

Governor's Office of Small, Minority & Women Business Affairs
https://gomdsmallbiz.maryland.gov/Pages/default.aspx

Maryland's Office of Minority Business Enterprise (OMBE)
https://www.mdot.maryland.gov/tso/pages/Index.aspx?PageId=90

Maryland Department of Commerce
Maryland Financial Incentives for Business
https://commerce.knack.com/maryland-funding-incentives

Maryland Small Business Development Center (SBDC)
https://www.marylandsbdc.org/

Office of State Procurement
https://procurement.maryland.gov/business-community/

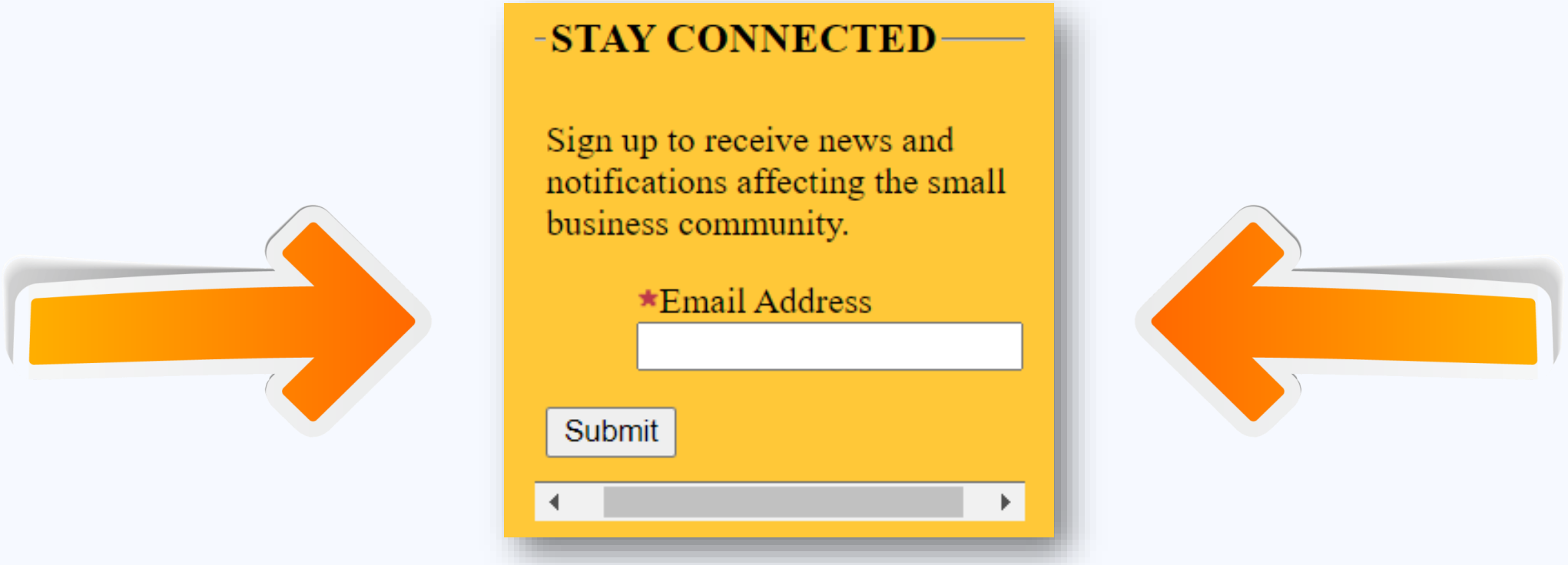
Maryland Procurement Technical Assistance Center (PTAC)
https://www.mdptac.org/

Greater Baltimore SCORE
https://greaterbaltimore.score.org/

Maryland Women's Business Center (MWBC)
https://marylandwbc.org/

Baltimore-Metro Women's Business Center (Balt-Metro WBC)
https://www.baltmetrowbc.org/

To register to receive our and notices of all upcoming classes & workshops and monthly bulletin go to www.goMDsmallbiz.maryland.gov.



Thank You

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